

SUBSISTENCE SUPPLIER OPERATIONS DIRECTORATE (DSCP-FT)

MISSION:

Acts as principal advisor and assistant to the Commander in directing the accomplishment of mission responsibilities to provide supply support of authorized activities in the areas of materiel management of assigned items and stock control; provides contracting and production support for all supplies and services assigned to the DSC for integrated material management; provides technical support of acquisition; provides quality assurance requirements and performs the full range of identified functions for assigned items. Develops and implements policies and objectives relating to mobilization readiness exercise planning. Manages and implements supplier relationships and coordinates the efforts of DLA, the military services, and other DOD elements. Conducts data analysis and requirements planning for contracting initiatives. Develops customer support strategies, which are implemented through appropriate vehicles, such as Corporate Contracts, Virtual Prime Vendors, Strategic Material Sourcing, and Strategic Supplier Alliances. Participates with other offices in the identification and implementation of acquisition and electronic commerce initiatives to improve customer services. Center focal point for procurement strategic planning. Directs activities of Integrated Supplier Teams in order to insure customer support in a cost effective manner in accordance with applicable laws and regulations.

FUNCTIONS:

1. Review forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.
3. In conjunction with the Strategic Material Sourcing Group (SMSG), identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost
4. Conduct periodic reviews of supply management data to control and improve the supply position.
5. Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.
6. Work with Resolution Specialist for processing Report of Discrepancy (RODs).
7. Recommend termination of existing procurement actions when warranted.
8. Solicit bids, proposals, and quotations.
9. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
10. Conduct negotiations on price, type of contract, and other contractual provisions.
11. Award contracts, exercise options, and place purchase and delivery orders.
12. Perform contract management actions as noted below and as otherwise provided in the Defense Federal Acquisition Regulation Supplement (DFARS), Federal Acquisition Regulation (FAR), and implementing guidance.

13. Issue contract modifications
14. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
15. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
16. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract
17. Identify the population of DLA-managed items that are of strategic importance to DLA and its war fighter customers.
18. Perform all product, customer, and supplier analysis to develop recommended sourcing strategies for National Stock Number (NSNs) (includes all market research and analysis.)
19. Create Procurement Request (PR) for Long Term Contracts (LTCs) for NSNs that cross Supply Chains/Integrated Supply Teams (ISTs) (MSG LTCs)
20. Evaluate (manual) MSG LTC
21. Award MSG LTC
22. Monitor supplier performance against MSG LTC
23. Monitor performance against recommended sourcing strategies
24. Conducts Supplier Relationship Management (SRM). The SRM function plans, develops, and monitors supplier business and working relationships, key performance indicators, strategic alliances and collaborative partnerships of major corporate entities (original equipment manufacturers and other defense contractors).
25. Identify and analyze gaps between materiel requirements and industry capacity to satisfy those requirements.
26. Resolve supply support discrepancies.
27. Budget, obtain, allocate, and monitor resources.
28. Identify, develop, and analyze Key Performance Indicators (KPIs).
29. Develops criteria and specifications and to provide support to contracting and quality activities pertaining to technical preservation, packing, and marking of all assigned commodities.
30. Incorporates surge option clauses into all contracts to ensure readiness.
31. Plans with Industry to ensure capability exists to meet contingency/readiness requirements.

GARRISON FEEDING DIVISION (DSCP-FTA)

EAST REGION IST (DSCP-FTAA)

WEST REGION IST (DSCP-FTAB)

NON NSN IST (DSCP-FTAC)

EUROPE & UAE REGION IST (DSCP-FTAD)

IRAQ REGION IST (DSCP-FTAE)

PACIFIC REGION IST (DSCP-FTAF)

AFGHANISTAN REGION IST (DSCP-FTAH)

SOUTHEAST REGION IST (DSCP-FTAS)

OPERATIONAL RATIONS DIVISION (DSCP-FTR)

GROUP RATIONS IST (DSCP-FTRA)

INDIVIDUAL RATIONS IST (DSCP-FTRC)

SUBSISTENCE LEAD ENTOMOLOGISTS (DSCP-FTRE)

MARKET FRESH, SODA, & EQUIPMENT DIVISION (DSCP-FTP)

PRODUCE IST (DSCP-FTPA)

MARKET READY IST (DSCP-FTPB)

SODA AND CENTRAL CONTRACTS IST (DSCP-FTPC)

FOOD EQUIPMENT IST (DSCP-FTPE)

MISSION:

To provide operational control and support to the director to accomplish responsibilities for supply planning, pre-award and post-award contracting, and technical/quality assurance for all assigned items.

FUNCTIONS:

Supply Planning

Personnel within the IST who are responsible for supply planning will perform the following functions on assigned Federal Supply Classes, and on Weapons Integrated Materiel Management (WIMM) NSNs:

1. Review, approve, or recomputed, as necessary, forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.
3. Execute the War Reserve program for assigned items, including review and validation of military service item selection and requirements submission; maintain updated item management data; analyze War Reserve acquisition objectives; and control War Reserve assets.
4. Authorize local purchase actions.
5. Assure sound investment of stock fund monies and provide financial management data.
6. Coordinate unusual storage matters with distribution activities.
7. Issue disposition instructions for excess stock fund materiel.
8. Approve return of customer excesses or authorize disposal.
9. Direct recoupment of materiel from property disposal.
10. Authorize loans of stock fund materiel, including GFM, to contractors.
11. Determine need and direct repair, rebuild, or modification of assigned items.
12. Conduct periodic reviews of supply management data to control and improve the supply position.
13. Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.
14. Work with Resolution Specialist for processing RODs.
15. Recommend termination of existing procurement actions when warranted.
16. Expedite stock buys when actual or potential backorders exist. .

17. Perform inventory accounting functions related to assigned items.
18. Process capitalization and decapitalization actions.
19. Resolve discrepancies resulting from distribution activity reports.
20. Investigate inventory discrepancies, initiate Letters of Investigation, and Reports of Survey.
21. Maintain inventory and accounting records for materiel on loan, shelf-life testing, and process related supply documentation.
22. Generate Materiel Release Orders for shipments of test samples to labs for shelf-life maintenance, returns to vendor, and project orders.
23. Process Materiel Return Program inquiries/messages.
24. In conjunction with the SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

Procurement (Acquisition)

Personnel within the IST who are responsible for acquisition will perform the following functions on assigned items:

1. Participate in acquisition planning.
2. Working with SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, develop an appropriate strategy to maximize customer support at the least cost.
3. Evaluate contracting packages in order to identify and coordinate resolution of deficiencies.
4. Determine method of contracting and appropriate contract clauses.
5. Determine range of competition to be solicited.
6. Implement the Small Business and Disadvantaged Business Utilization Programs.
7. Solicit bids, proposals, and quotations.
8. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
9. Conduct negotiations on price, type of contract, and other contractual provisions.
10. Obtain required contract approvals and clearances.
11. Provide contractually for progress, advance, and other financial arrangements to contracts.
12. Provide contractually for performance bonds, as appropriate.
13. Award contracts, exercise options, and place purchase and delivery orders.
14. Issue contract modifications.
15. Periodically screen and purify bidders' lists to assure effectiveness and economy in coordination with the Shared Services Organization Units.
16. Implement the Automated Best Value Model evaluation in making award decisions.
17. Assume Procuring Contracting Officer (PCO) functions immediately after award has been issued and respond as PCO to all inquiries from contractors, Customer Account Specialists (CAS) elements, and requisitioning activities.
18. Perform contract management actions as noted below and as otherwise provided in the DFARS, FAR, and implementing guidance.

19. Adjudicates contractor claims and waivers and resolve contract disputes. In the role of PCO, attend Armed Services Board of Contract Review hearings or other administrative/judicial forums on contract disputes.
20. Review and approve changes to contracts. Issue contract and purchase order modifications, change orders, supplemental agreements, and shipment diversions. (Small Business/Labor Surplus Area Set-Asides and Option exercises and contract modifications affecting new acquisition will be issued by the contracting areas.)
21. Handle processing of performance bonds.
22. Process progress and advance payments, guaranteed loans, and other financial arrangements. Negotiate for and prepare modifications of contracts to provide above financial arrangements by supplemental agreement when required.
23. Evaluate and approve subcontractors for existing contracts as required.
24. Issue show cause letters, cure notices, and terminations for convenience/cause.
25. Obtain contract performance data; monitor, process, and expedite contracts, delivery and purchase orders; develop contract status information. Respond to inquiries by requisitioning activities relative to status of contract actions.
26. Receive, process, and file all completed contractual documents and related correspondence; maintain all contract folders, contractor suspense, and locator files; and process contract files for retirement.
27. Maintain liaison with field contract administration and production elements.
28. Initiate and process to conclusion necessary warranty actions, as appropriate.
29. Coordinate management actions with field contract administration organizations when delegations exist.
30. Participate in conferences and seminars with higher echelon/professional/educational organizations, field contract administration offices and with customers to enhance mission effectiveness.

Post Award

Post Award (Contract Administration) functions are routinely performed within the IST structure by one or more Acquisition Specialists. The contract administration functions can be performed by Acquisition Specialists performing both pre and post award duties, or as Acquisition Specialists (Post-Award) concentrating on post award functions exclusively.

The Acquisition Specialists performing the contract administration (post award) functions may support only the items managed by that IST, or in cases whereby a group of Acquisition Specialists (Post Award) are together in an IST, may be responsible for contract administration of items throughout multiple ISTs, Branches or even Divisions. In some isolated instances, contract administration (post award) support may be utilized as a shared service within a Supplier Support Division.

Wherever the post award function resides, the Acquisition Specialists performing the post award functions will be responsible for the full range and scope of administering contract quality assurance requirements for all assigned items. Functions performed by these personnel will include:

1. Accomplishes responsibilities for post-award contracting for all items assigned to the division.
2. Adjudicates contract quality assurance requirements for assigned items.
3. Provides operational control and support to the Director to accomplish responsibilities for post-award and contract operations for assigned items of supply.
4. Performs supplier management responsibilities associated with Service Level Agreements (SLAs) and Line-of-Balance (LoB).
5. Ensures the implementation of DOD, DLA, DSC, and inter-directorate divisions' policies, procedures, plans, and programs.

Tech/Quality (Operational Rations only)

Personnel within the IST who are responsible for tech/quality will perform the following functions on assigned items:

1. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract as follows:
 - a. Develop inspections, tests, and appropriate sampling plans which the contractor must perform to demonstrate compliance with technical requirements, including packaging, when such inspections, tests, and sampling plans are not provided by the military services. Collaborate with other Inventory Control Points (ICP) elements and military services, as necessary.
 - b. Determine the appropriate type of contract quality requirement the contractor must establish and implement.
 - c. Determine place of inspection and acceptance where the government reserves the right to perform contract quality assurance actions.
 - d. Determine shelf-life requirements for inclusion in contracts.
 - e. Establish bid sample requirements in contracts. Technically evaluate sample and furnish recommendations for approval/disapproval to contracting officers.
2. Determine need for quality assurance portion of pre-award surveys and evaluate subsequent reports.
3. Prepare and issue Quality Assurance (QA) Letters of Instruction to inspection activities/depos on contract quality requirements.
4. Perform Quality Systems Management Visits to evaluate the adequacy of technical requirements, product conformance, to provide technical guidance and resolve quality problems.
5. Evaluate requests for waivers and deviations, coordinate position with the military services as appropriate, and recommend approval/disapproval to contracting officers.
6. Investigate, resolve, take corrective action, and respond to customer/depot complaints which report product or packaging quality deficiencies. This function can also reside in the Supplier Support Division as a shared service.
7. Establish, maintain, and use quality history data by item, contractor, and specification.
8. Identify and/or resolve QA problems with the contract technical data package (e.g., Section 4 of specifications, drawings, and other technical data).

9. Identify need for laboratory testing (e.g., support of customer complaint resolution) and request such testing. This function can also be performed as a shared service in the Supplier Support Division.
10. Evaluate inspection and test results/reports for compliance with specified requirements, and recommend approval/disapproval to contracting officers. This function can also be performed as a shared service in the Supplier Support Division.
11. Participate, as requested, in pre-award surveys for technical packaging support.
12. Provide technical/engineering assistance to branches which perform item identification in the performance of item entry control functions.
13. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
14. Provide technical/engineering determinations on bids for alternate items and acceptability of "or equal" solicitations, sole source, and deviations and waivers to specifications; coordinate in-house determinations with using activities and/or assigned military engineering support activity.
15. Determine necessity for and obtain military services' authorization for the preparation of engineering drawings. Request military services' development of engineering drawings.
16. Provide technical/engineering recommendations on industrial mobilization, pre-award, and other planning surveys.
17. Determine interchangeability and substitutability of items in support of the directorate.
18. Provide technical advice for the determination of shelf life, test, and item recoverability requirements.
19. Make recommendations to the military services for changes to item characteristics, engineering effort to resolve item-related problems, and resolution of engineering support problems.
20. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
21. Provide technical support for provisioning as required by Provisioning Control Activity.
22. Provide technical assistance to the resident Small Business Administration Procurement Center Representative in accordance with the Defense Federal Acquisition Regulation.
23. Obtain management data for submission with new item identifications.
24. Identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

STRATEGIC MATERIAL SOURCING GROUP (MSG) (DSCP-FTG)

MISSION:

Strategic Material Sourcing Groups (MSGs) are the principal organizations within DLA for developing Supply Chain execution strategy. The primary purpose of the MSG is to develop and execute optimal sourcing strategies and approaches. MSGs perform product, customer, and supplier analysis to develop recommended sourcing strategies for NSNs.

INDUSTRIAL BASE PLANNING BRANCH (DSCP-FTGA)
NATIONAL ALLOWANCE PRICING AGREEMENT (NAPA) &
PRICING BRANCH (DSCP-FTGB)
KITTING BRANCH (DSCP-FTGC)

FUNCTIONS:

1. Acts as directorate monitor for the Priorities and Allocations Program and the Defense Materials System to provide contracting support for assigned items.
2. Determines the most effective use of strategic and critical materials.
3. Implements the provisions of the Emergency Priorities and Allocations Manual.
4. Reviews mobilization requirements, identifies and selects items for industrial preparedness planning; computes preparedness production requirements; and determines the type and extent of planning to be conducted.
5. Evaluates industry capability; selects planned producers; develops realistic production schedules and plans with industry.
6. Reviews negotiated production plans to assure reasonableness, accuracy, sufficiency, including adequacy and consistency of subcontract plans.
7. Collects and consolidates, as a coordinated procurement assignee, mobilization production requirements, where multi-service requirements are placed on a single manufacturing facility. Conversely, furnishes as assignee mobilization production requirements to the coordinated procurement user.
8. Maintains pertinent preparedness requirements data, together with industry impact data, and plans for conversion of preparedness production schedules to contracts. Develops and publishes industrial preparedness procurement packages and implementation procedures.
9. Computes and provides estimates of production capability for mobilization reserve items. Determines commercial availability. Establishes and maintains war materiel production capability data and commercial availability record in support of the War Reserve Program.
10. Serves as focal point for industrial preparedness. Assures planned producers are on bidder's mailing list. Coordinates planning with current procurement and user activities. Provides technical advice and assistance. Conducts appropriate studies.
11. Reviews revisions to technical data of planned items; revises production preparedness planning to incorporate changes.
12. Maintains liaison with Armed Services Production Planning Officers, the single point of contact for the DOD Industrial Preparedness Program at the plant level.
13. Participates in special studies involving a task group approach by military departments and agencies.
14. Determines requirements for reserve production equipment, identifies documents, and reserves items of plant equipment for specified planned suppliers; arranges for and supervises layaway of industrial equipment reserves; determines the need for and recommends establishment of plant equipment packages of production equipment.
15. Compiles and maintains production resources data for use in bomb damage assessment studies; develops procedures for evaluating the effects of bomb damage and residual production capability.
16. Performs liaison with industry and trade associations to obtain maximum cooperation in the Industrial Preparedness Planning Program.

17. Receives and accounts for War stopper funding for contingency material.
18. Participates with readiness customers in identifying critical go to war items.
19. Enters into special business arrangements with industry to obtain access to material for contingency operations.
20. Maintains liaison with General Services Administration (GSA) to insure use of items held in the National Stock Pile. Negotiates and develops agreement with GSA for the purchase of these items.
21. Reviews and evaluates the advance and current procurement plans to assure compatibility with economic production runs, economic buys, lead times, contractor capabilities, and other production considerations.
22. Analyzes and evaluates preaward surveys and contractor information for determining production capability and responsibility. Participates on survey teams, as required; conducts production situation analysis studies. Acts as focal point and provides technical guidance and liaison on production matters.
23. Conducts production studies to determine additional sources for procurement of items previously procured from single source. Makes sole source breakout studies to maximize competition.
24. Evaluates requirements for Government Furnished Property (GFP) (equipment, special tooling, and materials); determines availability and makes follow-up to assure delivery.
25. Maintains liaison with DCMR production elements.
26. Obtains, as requested by PCO, contract performance data; expedites and develops contract status information.
27. Determines impact on impending or existing labor strikes and other circumstances that will adversely affect production.
28. Provides advice on production aspects in connection with deviations, waivers, default, or terminations for convenience.
29. Conducts studies, as required, in support of procurement and production programs; i.e., resource, capability, and productivity studies.
30. Acts as focal point for contractor performance data. Coordinates information from all sources for proper disbursement to all Procurement (DSCP-P) personnel.
31. Keep abreast of changes or revisions to existing items or Maintains close liaison with appropriate Research and Development (R & D) elements to addition of new or replacement items.
32. Initiates action in the Commercial Alternate Item Program. Selects candidate items, contacts potential sources, determines commercial availability and production capability, obtains commercial product data, and samples if deemed necessary. Negotiates non-contractual letter of agreement with approved manufacturers and renews annually.
33. Serves as focal point for Project Action; coordinates, analyzes, and implements policy changes.
34. Acts as focal point for post award. Acts as coordinator on post award matters regarding expenditure violations and Unliquidated Obligations.
35. Provides internal training in mobilization requirements, procedures and coordinates industrial plant visits.
36. Provides data on availability and production capability for critical items for higher headquarters and to DSCP management of strategic planning.

37. Acts as focal point for distribution of Award Reconciliation Letters and for Defense Finance and Accounting Service (DFAS) requests for missing contracts.
38. Accomplishes stock control, inventory management, and procurement initiation for end items containing standard, non-standard, and/or non-cataloged items used in assemblies. Correlates, participates, and executes the manifestation of new business, logistics, and finance practices associated with initiatives and programs; such as, Prime Vendor.
39. Performs inventory management functions relating to depot built major assemblages and minor assemblies.
40. Directs, coordinates and schedules the assembly/disassembly and reconstitution actions; provides build directives and project orders to depots.
41. Develops depot assembly workload and analyses and maintains comparative labor and materiel costs for each assembly.
42. Supplies cost data to Comptroller relating to billing of customers and/or revision to standard unit price related to assemblies.
43. Maintains communication with and conducts liaison visits to depots, military services, and DLA, in conjunction with assembly requirements and related programs.
44. Processes transactions to update Material Masters and assembly accounts, and furnishes assembly depots with Material Release Orders (MROs) to support directed assembly, disassembly, or reconstitution action.
45. Establishes requirements and requisitions for items required for major and minor assemblies that are managed by other managing activities.
46. Maintains and updates unit assembly file for minor sets and kits.
47. Provides supply management for critical stocked and non-stocked NSN items including equipment for assemblies.
48. Reviews reports and processes corrections on Unliquidated Obligations for assembly generated contracts.
49. Initiates tracer action on Fast Pay assembly generated contracts, in accordance with policy.
50. Work reports of discrepancies on items pertaining to assembly builds and processes same on a selective basis.

SUPPLIER SUPPORT DIVISION (DSCP-FTS)

MISSION:

Supplier Support Division is responsible for analysis, allocation, and monitoring of resources, both personnel and financial. The Supplier Support Division provides streamline management of both Subsistence Quality Audit Programs and a master strategy for the integration of the Subsistence Standardization Program to manage all subsistence technical and quality documents cited in contracts and /or that available electronically to all DSCP customers and Government organizations. Our primary focus is our military customers' quality and technical requirements. The Supplier Support division is also responsible for managing a variety of programs to include the Annual Business Plan, monthly Performance Management Reviews, Internal Controls, Procurement Management Review, and other programs that cross all organizations with the Supply Chain. Also coordinates Financial and Research and Analysis objectives within the

Supply Chain. Responsible for all Cataloging, Standardization and Technical areas for Directorate.

TECHNICAL BRANCH (DSCP-FTSA)

QUALITY AUDIT & FOOD DEFENSE BRANCH (DSCP-FTSB)

Processes performed in the Supplier Support Division include:

1. Finance - budget formulation and execution, obligation authority management, and pricing strategy development. Multiple ISTs may be supported for either the material budget or both material and operations budget. Associates engaged in financial services will be matrixed from J-8, physically located in Supplier Operations within the Supplier Support Division.
2. Order Fulfillment - perform resolution of inventory discrepancies.
3. Procurement - perform manual recycle of automated system rejections (PACE). (Richmond)
4. Tech/Quality -- product support, testing, value engineering, packaging support, etc. which might best be performed in a shared services environment. This function will support multiple ISTs.
5. Research and Analysis - provide research and analytical support to the Director of Supplier Operations regarding supplier operations functions within the supply chain.

Functions performed by Supplier Support Division include:

1. Maintain the Balanced Scorecard Initiative
2. Plan, monitor, and execute the Subsistence Business Plan
3. Prepare for the monthly Performance Management reviews
4. Identify items needed in wartime or other identified operations.
5. Develop constrained action plans identified in readiness support.
6. Participate in strategic supply chain planning meetings.
7. Execute system activities in support of supply planning.
8. Research problems related to supply planning, and make recommendations to supply planners for adjustments.
9. Resolve supply support discrepancies.
10. Coordinate with product specialists on quality discrepancies.
11. Coordinate with transportation management specialists on transportation discrepancies.
12. Coordinate with business analysts and financial supplier liaisons to resolve financial discrepancies. Financial supplier liaison is the DLA coordination point with DFAS on accounts payable discrepancies.
13. Coordinate with supply planners to resolve inventory discrepancies.
14. Budget, obtain, allocate, and monitor resources.
15. Ensure funding targets are assigned to funding entities and are executed in accordance with appropriation law.
16. Identify and monitor financial management reports.
17. Track actual performance relative to budget goals.
18. Analyze financial data to ensure requirements are funded.
19. Identify, develop, and analyze KPIs.

20. Coordinate with business analysts and pricing strategist, as well as planning and order fulfillment personnel, in establishing prices.

Tech/Quality

Personnel responsible for technical and quality are designated as the Subsistence Focal Point/POC for all technical, quality, food defense programs/issues, except as indicated under the Operational Rations' functions. These Technical/Quality personnel will perform the following functions on assigned items:

1. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract as follows:
 - a. Develop inspections, tests, and appropriate sampling plans which the contractor must perform to demonstrate compliance with technical requirements, including packaging, when such inspections, tests, and sampling plans are not provided by the military services. Collaborate with other ICP elements and military services, as necessary.
 - b. Determine the appropriate type of contract quality requirement the contractor must establish and implement.
 - c. Determine place of inspection and acceptance where the government reserves the right to perform contract quality assurance actions.
 - d. Determine shelf-life requirements for inclusion in contracts.
 - e. Establish bid sample requirements in contracts. Technically evaluate sample and furnish recommendations for approval/disapproval to contracting officers.
2. Determine need for quality assurance portion of pre-award surveys and evaluate subsequent reports.
3. Participate in and/or chair Technical Panel evaluations for Prime Vendor contracts.
4. Prepare and issue Quality Assurance Letters of Instruction to inspection activities/depts on contract quality requirements.
5. Perform Quality Systems Management Visits to evaluate the adequacy of technical requirements, product conformance, to provide technical guidance and resolve quality problems.
6. Evaluate requests for waivers and deviations, coordinate position with the military services as appropriate, and recommend approval/disapproval to contracting officers.
7. Investigate, resolve, take corrective action, and respond to customer/depot complaints which report product or packaging quality deficiencies. This function can also reside in the Supplier Support Division as a shared service.
8. Establish, maintain, and use quality history data by item, contractor, and specification.
9. Identify and/or resolve QA problems with the contract technical data package (e.g., Section 4 of specifications, drawings, and other technical data).
10. Identify need for laboratory testing (e.g., support of customer complaint resolution) and request such testing. This function can also be performed as a shared service in the Supplier Support Division.
11. Evaluate inspection and test results/reports for compliance with specified requirements, and recommend approval/disapproval to contracting officers. This function can also be performed as a shared service in the Supplier Support Division.
12. Participate, as requested, in pre-award surveys for technical packaging support.

13. Provide technical/engineering assistance to branches which perform item identification in the performance of item entry control functions.
14. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
15. Provide guidance and assistance to Prime Vendors, manufacturers, and customers in determining domesticity, grade requirements, and serviceability of product to ensure they meet customers' needs.
16. Provide technical/engineering determinations on bids for alternate items and acceptability of "or equal" solicitations, sole source, and deviations and waivers to specifications; coordinate in-house determinations with using activities and/or assigned military engineering support activity.
17. Determine necessity for and obtain military services' authorization for the preparation of engineering drawings. Request military services' development of engineering drawings.
18. Provide technical/engineering recommendations on industrial mobilization, pre-award, and other planning surveys.
19. Determine interchangeability and substitutability of items in support of the directorate.
20. Provide technical advice for the determination of shelf life, test, and item recoverability requirements.
21. Make recommendations to the military services for changes to item characteristics, engineering effort to resolve item-related problems, and resolution of engineering support problems.
22. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
23. Provide technical support for provisioning as required by Provisioning Control Activity.
24. Provide technical assistance to the resident Small Business Administration Procurement Center Representative in accordance with the Defense Federal Acquisition Regulation.
25. Obtain management data for submission with new item identifications.
26. Identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.
27. Performs cursory food security evaluations during Quality Systems Audits to assess applications and enforcement of food security measures in place to secure product intended for the government.
28. Performs Joint Government Quality Systems Audits to verify implementation, compliance and effectiveness of the approved documented Quality Systems Plan and other specific requirements of the contract and to assess the systems ability to produced a product in a Manufacturing Quality System that is capable of providing a consistent level of quality through the process thereby holding costs by reducing deficiencies that result in rework, scrap and loss.
29. Provides internal/external training in food safety, food defense, quality assurance, quality systems, quality auditing, and Pest Management to FT employees and external governmental agencies such as U.S. Department of Agriculture (USDA), USDC, and U.S. Army Veterinary Command (VETCOM).
30. Food Defense/Force Protection Program: Develops food defense requirements, performs food defense evaluations on submitted Food Defense. Plans to assess contractor's proposed

written food defense measures, and performs food defense audits during quality audits at operational rations and PV facilities to determine implementation, compliance and effectiveness of the Food Defense Plan.

31. Develop, Establish and Maintain a Quality Audit Program (Product Review) of Prime Vendor Contacts.
32. Conduct Quality Audit item inspections of Prime Vendor contracts to assure contract compliance and the quality level of items supplied are at the required quality level.
33. Serves as the Cataloging POC for Directorate
 - a. Functions as primary point of contact for the DOD Cataloging Activity for Subsistence (DLA-CZ) and Food Service Equipment items of supply (NSNs) in conjunction with the Defense Logistics Information Service (DLIS).
 - b. Serves as the primary Cataloging Activity for development and maintenance of all local stock numbers for Prime Vendor, USDA School Lunch Program, National Allowance Pricing Agreement (NAPA) programs, etc.
 - c. Serves as DOD, DLA and Directorate's overall cataloging coordinator and focal point; makes recommendations on catalog procedures. Serves as the focal point for all electronic catalog compiling, publishing and maintenance.
 - d. Participates in development of system requirements for upgrading the cataloging system in Enterprise Business System (EBS), STORES, Thoroughly Automated Produce – Information Technology (TAP-IT) or for upcoming programs such as CFMS (Common Food Management System).
 - e. Determines item characteristics for each item; differentiates items for establishment of item of supply concept and performs item entry control responsibilities; obtains technical/ engineering determinations, when required for performance of item entry control functions.
 - f. Prepares item identification and logistics data for all items requiring NSN assignment; submits total catalog record for input in Federal Logistics Information System (FLIS) and EBS to the Defense Logistics Information Service (DLIS). Includes item identification revisions, and/or maintenance data revisions. Reviews/resolves any duplicate and possible duplicate item identifications, obtaining technical/engineering determinations, as required.
34. Serves as the Standardization POC for Directorate
 - a. Functions as the primary point of contact for the DOD Standardization Activity for Subsistence (DLA-SS) in accordance with DOD 4120.24-M, Defense Standardization Program (DSP), Policies and Procedures. Serves as the Directorate's overall managing coordinator of the DLA portion of the Defense Standardization and Specification Program, pursuant to DOD standardization assignee activity responsibilities.
 - b. Serves as the Directorate's overall managing coordinator of the DLA portion of the Defense Standardization and Specification Program, pursuant to DOD standardization assignee activity responsibilities. Functions as the DOD Specification Preparing Activity (preparation of commercial item descriptions (CIDs) for items procured by DLA) and as the Lead Standardization Activity (LSA); providing oversight of all military and civilian preparing activities for subsistence items and responsibility for all related standardization actions under office symbol, DLA-SS.

- c. Maintains liaison with military services' R & D facilities and industry, and performs market research.
- d. Prepares, coordinates, and issues plans and instructions regarding special DOD Standardization Program; such as, metrication, non-government standards usage, North Atlantic Treaty Organization (NATO) Standardization, etc.
- e. Appoints the DOD spokesman to non-government standards committees preparing documentation of interest to military services to ensure adequate DOD participation.
- f. Recommends necessary changes to DOD 4120.24-M, Defense Standardization Program (DSP), Policies and Procedures for improvement of standardization mission performance.
- g. Compiles and prepares the yearly Engineering Support Estimates Report for submission to US Army Natick, the Engineering Support Activity for DSCP; Standardization Accomplishment Reports (upon request)
- h. Assists in the development and defense of standardization program resources requirements. Determines applicability of specifications and/or references to items in item identification.
- i. Identifies and defines standardization problems, including those of deficient and overlapping specifications and other engineering documentation, in coordination with departmental participating activities.
- j. Accomplishes responsibilities of the Item Standardization Program, as prescribed by DOD 4120.24-M Defense Standardization Program (DSP), Policies and Procedures, March 20000.
- k. Overall responsibility for the DLA-Subsistence Value Management Program, to include in-house Value Engineering (VE) and contractor generated Value Engineering Contractor Proposals (VECPs), DLA reporting requirements.

35. Functions as the Technical POC for the Directorate

- a. Food technologists serve in a variety of functions regarding developing contractual tech and logistical data for acquisition. Provides, when requested by other functional areas, consultation concerning the meaning of procurement documents relating to technical data.
- b. Reviews all contractual technical data used in acquisition of food, food service equipment, field feeding and related items of supplies.
- c. Provides technical personnel to participate in, or to preside as, the senior DOD representative at audits, technical panels, industry/military standardization meetings, cataloging meetings, information technology meeting as it relates to system integration with cataloging, technical and standardization.
- d. Development and management of website repository for all the technical/quality data at <http://www.dscp.dla.mil/subs/support/index.asp>
- e. Acquires technical data from DOD/industry sources; researches, identifies, retrieves, assembles, maintains and effects distribution of technical data.
- f. Overall responsible for DOD and Subsistence Packaging Program, to include packaging, packing labeling, unitization and marking Packaging Packing Labeling Unitization Marking (PPLUM). Also responsibility for the portion of Subsistence's interplay with the DOD Shelf Life program.